

JOB TITLE:

VISITATION SUPPORT SPECIALIST

JOB PURPOSE: The Visitation Support Specialist provides oversight of family visits and related services to families who are referred by the Department of Children and Family Services. The Visitation Support Specialist works closely with the Community Based Services Manager to ensure the success of the programs.

ESSENTIAL FUNCTIONS:

1. Provides oversight of Family Time visits during the week, evenings and week-ends.
 2. Provides supervision of visits when requested by the Department of Children and Family Services.
 3. Maintains documentation and a monthly spreadsheet for families engaged in Family Time visits.
 4. Functions as a liaison between families and social service agencies and/or other systems.
 5. Coordinates and addresses transportation issues with families, caregivers, and/or children
 6. Provides Visit Coaching for families who need additional support during Family Time visits.
 7. Provides recommendations for families to move to a less restrictive environment.
 8. Provides referrals for families who need additional support or case management.
 9. Other duties as assigned by supervisor.
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OTHER FUNCTIONS:

Attends departmental/agency meetings, contributes to departmental and organizational decision-making through active participation in the process. Works effectively and positively with all co-workers, volunteers, and clients and participates in professional or community networks as appropriate. Must be able to work a flexible schedule, including occasional evenings and weekends.

QUALIFICATIONS

Required: Bachelor's Degree in Social Work or related field. Must have and maintain a valid Ohio Driver's License. Must have and maintain operational vehicle and insurance. Must be able to pass a BCI/FBI background check and drug screening (pre-employment).

Preferred: Bachelor's Degree in Human Services or related field and at least 3 years case experience, LSW, LPC, or license eligible.

Supervisor: Community Based Services Manager

Hours Worked: Full-time/Exempt

Supervises: N/A

Salary: \$42,000

University Settlement, Inc. is an equal opportunity employer committed to diversity and inclusion in the workplace. We will not discriminate employees or applicants for employment base on any protected class under the law.

1/19/2024

Executive Director

Date